

DEPARTMENT OF THE ARMY
HEADQUARTERS V CORPS
CORPS AVIATION SAFETY AND STANDARDIZATION DETACHMENT
CMR 477, APO AE 09165

AETV-AV-SS

13 May 1999

MEMORANDUM THRU Commander, CASSD, CMR 477, APO AE 09165

FOR All members of CASSD

SUBJECT: Publications Standard Operating Procedures (SOP)

1. PURPOSE:

To establish procedures for the effective management and requisitioning of technical, supply, administrative and training publications in accordance with references and guidelines prescribed within this SOP.

2. REFERENCES:

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| a. AR 25-30 | The Army Integrated Publishing and Printing Program |
| b. AR 25-400-2 | The Modern Army Record-keeping System (MARKS) |
| c. AR 310-1 | Publications, Blank Forms and Printing Management |
| d. AR 380-5 | Department of the Army Information Security Program |
| e. DA PAM 25-30 | Consolidated Index of Army Publications and Blank Forms |
| f. DA PAM 25-33 | The Standard Army Publications System (STARPUBS) |
| g. DA PAM 25-40 | Administration Publications Action Officers Guide |
| h. US PAM 25-30 | Consolidated Index of USAREUR Numbered Publications and Blank Forms |
| i. Baltimore Publication Bulletins | |
| j. USAREUR Publication Bulletins | |

3. RESPONSIBILITIES:

a. Publications Officer / NCO:

- (1) Control and review the unit's DA and USAREUR 12-series publication accounts to include individual proponent accounts twice a year.
- (2) Determine of technical, supply, administrative, training publications and blank forms required to support the organization.
- (3) Ensure that requisition, receipt, distribution control, and publication updating procedures are effectively implemented.
- (4) Ensure classified publications are properly requested, received and stored IAW AR 380-5.
- (5) Assist subaccount holders during publications/blank form requirement review twice yearly.
- (6) Perform duties as Publications and Records System (UPUBS) administrator.

b. Subaccount Holders:

- (1) Act as Section Publication Representative (SPR) and Section Publications Librarian.
- (2) Act as a central point of contact between section and Publication Officer / NCO.
- (3) Responsible for informing Publication Officer / NCO of additional change requirements and replacement of damaged or outdated publications.
- (4) Are responsible for the analysis of the section publication requirements.
- (5) Establish and maintain a Section Publication Reference Library and ensure the control of storage/security, issuance and retrieval of publication and blank forms held within their section.
- (6) Ensure that only the required number of copies of publications are on hand or requisition (avoid excessive "stock piling" and ordering of publications and blank forms).

4. PROCEDURES:

a. Publications Officer / NCO will:

- (1) Twice yearly, review the automatic (initial) distribution requirements, to include independent proponent agency accounts and blank form requirements. Update these requirements by submitting changes to the appropriate Publication Centers.

- (2) Conduct periodic inspections of each section when SPR is available.
- (3) Consolidate all submitted requisitions no later than the 15th of the month. Review the open requisition status file for publications or blank forms not currently on order.
- (4) Submit requisition and subscription requirements through UPUBS to USAPPCE no later than two working days after the 15th of the month.
- (5) Destroy publications and blank forms IAW AR 380-5.
- (6) Upon receipt of re-supply or initial distribution:
 - (a) Annotate receipt in UPUBS with subaccount, quantity and supply status code.
 - (b) Notify requesting section SPR for pickup.
- (7) When notified of classified publication/blank forms arrival by the APO, insure designated personnel authorized to handle such materiel control its receipt, storage/safeguarding IAW AR 380-5.

b. Section Publication Representative (SPR) will:

- (1) Twice yearly, review the automatic (initial) distribution requirements, to include independent proponent agency accounts and blank form requirements. Submit changes for the section's initial distribution requirements to the Publication Officer / NCO upon completion of review.
- (2) Receive and review all publication requisitions for accuracy and completeness.
- (3) Compare all publication requests with the open requisition status file for publications/blank forms currently on order to ensure duplicate requests are eliminated.
- (4) Consolidate all submitted requisitions and deliver to the Publications Officer / NCO prior to the 15th of the month.
- (5) Pick up received publications/blank forms from the Unit Publications Officer / NCO within 3 working days of notification. Bring section copy of the UPUBS Open Requisition printout so issue date and quantity may be posted.
- (6) Contact Unit Publications Officer / NCO when certain publications/blank forms are no longer required for reference so items may be destroyed or redistributed to another section.
- (7) Post changes IAW DA PAM 25-40, and incorporate basic publications within 5 working days upon receipt to section library and update Library Inventory Listing.

- (8) Perform quarterly inventory of publications contained within the section libraries to ensure accountability and proper posting procedures are followed.
- (9) Provide written justification for a publication or blank form when requesting classified/restricted publications or when the item is not available through normal publication channels.
- (10) Be knowledgeable of publication library operations and maintain the section library.
- (11) Ensure that procedures for classified material receipt, storage, distribution, inventory and disposition are IAW AR 380 series.
- (12) Maintain a Transaction File consisting of the following, as a minimum:
 - (a) A requisition file containing open requisitions and current status.
 - (b) A copy of DA Form and USAREUR 12-series printouts to include independent proponent agencies.
- (13) Maintain an adequate supply of requisition and sign-out forms (CASSD Form 25-1-R, Publications Sign-out Register and CASSD Form 25-3-R, Requisition for Publications and Blank Forms).

5. ORDERING PUBLICATIONS/BLANK FORMS:

- (1) All publication/blank form requests will be through the SPR's.
- (2) All requests will be on CASSD Form 25-1-R.
 - (a) Only one publication/blank form per Line Number.
 - (b) Requester will complete blocks 1 through 6 of the form.
 - (c) SPR's will cross reference all requests with DA Pam 25-30 and/or US Pam 25-30 to complete Block 4 and Block 5.
- (3) The requester will complete memorandums of justification when a publication/blank form is classified, has a special distribution or is not available through normal publication channels.

6. SECTION PUBLICATION REFERENCE LIBRARIES:

- a. Section Publication Reference Libraries will contain one copy of all subaccount initial distribution publications and be will maintained as follows:

- (1) Publications will be posted and maintained IAW AR 25-400-2 and DA Pam 25-40.
 - (a) Publications will be filed alphabetically-numerically by type.
 - (b) Publications having prepunched holes will be filed in ring binders.
 - (c) Binders will be marked with the contents using slip on label holders attached to the spine of the binder.
 - (d) Binder labels will be formatted in accordance with DA Pam 25-40, figure 6-7.
- (2) A Library Inventory Listing will be maintained and available for user reference. The listing will include the following information, as a minimum:
 - (a) Publication Numerical Designation.
 - (b) Publication Date.
 - (c) Current change posted to the publication.
- (3) Classified or sensitive publications/blank forms will be stored in a security container meeting requirements in AR 380-5.

b. Signing out publications

- (1) All publications will be signed out of the section libraries on CASSD Form 25-3-R (Publication Sign-out Register).
 - (a) Only one publication per Line Number.
 - (b) Personnel signing out publications will complete all portions of the form.
 - (c) Section Publication Librarians will maintain these forms on file until the publication is returned.
- (2) Publications will be returned no later than the close of the business day, unless other arrangements have been made with the individual Section Publications Librarian.

7. PUBLICATIONS AND RECORDS SYSTEM (UPUBS):

Publications Officer / NCO will:

- (1) Consolidate all requisitions from the SPR's by the 15th of the month.

- (2) Enter all initial distribution subscriptions and requisition requirements from the SPR's into the UPUBS system.
- (3) Complete block 7 of CASSD Form 25-1-R and return to the requesting SPR.
- (4) Enter all transactions to USAPPCE in within 2 working days after the 15th of the month.
- (5) Update and distribute open requisition printouts to SPR's the 4th working day of the month or upon request.
- (6) Publications or blank forms that are listed as sensitive, accountable, classified or are stocked and issued by the proponent agencies must be ordered separately on a DA Form 4569 with a memorandum of justification.
- (7) Maintain a Transaction File consisting of the following, as a minimum:
 - (a) A requisition file containing open requisitions and current status for all subaccounts.
 - (b) A copy of Unit's DA Form 12-series and USAREUR 12-series printouts to include independent proponent agencies.
- (8) Maintain an adequate supply of requisition and sign-out forms (CASSD Form 25-1-R, Publications Sign-out register and CASSD Form 25-3-R, Requisition for Publications and Blank Forms).

MICHAEL J. HASTINGS
SFC, USA
Publications NCO

DISTRIBUTION:
CDR, CASSD
CASSD SOP
HEADQUARTERS
OPERATION DIVISION
SAFETY DIVISION
STANDARDIZATION DIVISION
MAINTENANCE DIVISION
SIMULATION DIVISION